

LOW-COST/NO COST RECOGNITION OPTIONS CHECKLIST

- ☐ Thank You Cards
- ☐ Handwritten Notes
- ☐ Thank You Post Cards
 - ☐ Place in designated areas throughout your workplace
 - ☐ Make them available on the Intranet to print from desktop
- ☐ Traveling Trophy
 - ☐ Make your own
 - ☐ Manager can purchase at a garage sale or thrift store
- ☐ Certificates
 - ☐ For various types of recognition
 - ☐ Make available on the intranet to print from desktop
- ☐ Photos
 - ☐ Individual or Team Photos with description of what they did they signed by their manager, director or executive leader
 - ☐ Present to recipient at a staff meeting or in a one-on-one meeting
 - ☐ Post on digital signage (if you have it) or core area
 - ☐ Recipient(s) can post in their workstation
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- Celebrations
 - A planned or spontaneous event in recognition of individual or team achievement (10 – 30 minutes)